

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 30, 2004

FROM: JUNE GRIFFITH-COLLISON, Acting Director
Arrowhead Regional Medical Center

SUBJECT: MOBILE INSTRUMENT REPAIR AND SERVICE – PURCHASE ORDER

RECOMMENDATION:

1. Find it is in the best interest of the County to utilize Mobile Instrument Repair and Service as a provider for service and repair to surgical and endoscopic equipment in use at Arrowhead Regional Medical Center (Medical Center).
2. Authorize the Purchasing Agent to increase the existing Purchase Order with Mobile Instrument Repair and Service by \$25,000 for a total amount not-to-exceed \$50,000 for Fiscal Year 2004/05.

BACKGROUND INFORMATION: Per County Policy 11-05, Board of Supervisors approval is needed for the purchase of services in excess of \$25,000 per scope of services per vendor per department per fiscal year.

The Medical Center is requesting Board of Supervisors approval for the Purchasing Agent to increase the existing purchase order with Mobile Instrument Repair and Service by \$25,000 for a total amount not-to-exceed \$50,000 for service and repair of surgical and endoscopic equipment.

The Medical Center's Sterile Processing Department coordinates the repairs on a variety of equipment used to assist physicians in the diagnosis of patient illnesses and injuries. This equipment, including surgical instrumentation and endoscopes, was purchased during the hospital replacement project in 1999. At the time of purchase, the equipment included a warranty. Currently, most of the original warranties for the equipment have expired and maintenance of the equipment is now on a time and material basis.

Mobile Instrument Repair and Service possesses the necessary training and experience to provide service to some of the Medical Center's equipment, including on-site surgical instrument sharpening and minor endoscope repairs. In the past, the Medical Center has utilized the equipment manufacturers to service the equipment. This service was performed off-site. By utilizing the services of Mobile Instrument Repair and Services, equipment is repaired and serviced on-site, thereby reducing the wait time involved with shipping the equipment. Over the past three years, this service has proven to be more cost effective. Mobile Instrument Repair and Services is the only local vendor that provides on-site services.

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REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by County Purchasing (Aurelio De La Torre, Director, 387-2074) on November 17, 2004, County Counsel (Michelle Blakemore, Deputy County Counsel, 387-5445) on November 17, 2004, and the County Administrative Office (Bea Valdez, Administrative Analyst, 388-0211) on November 17, 2004.

FINANCIAL IMPACT: This Purchase Order is for an additional amount of \$25,000 for a total amount not-to-exceed \$50,000. Funds are available in the Medical Center's FY 2004/05 budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval since these services are necessary to maintain current Medical Center equipment, which is essential for the health and welfare of the Medical Center's patients. There is no local cost as a result of this Purchase Order.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: June Griffith-Collison, Acting Director, ARMC, 580-6160